

Speaker's Information and Reminder Checklist

(Updated 4/2016)

Clothes:

Speakers (Clergy & Lay), when you arrive on Wednesday please place the clothes, shoes etc. you will wear during your Talk in the Speaker's Dressing room (between Agape Room and Speaker's Prayer Chapel). DO NOT FORGET YOUR CROSS. New Speakers: You do not wear any agape or your nametag during your talk, only your Emmaus cross.

Copies of Your Talk / Handouts / Props:

When you drop off your clothes in the Speaker's Dressing room, place the "podium" copy of your Talk and your handouts in the Hanging File box and find a spot for your posters / props. This will ensure that your Talk will be placed on the podium and handouts / posters / props taken to the Conference Room by an ALD. You may bring an additional copy of your Talk for review, however, please keep it in your suitcase and out of site of any Pilgrims. Any special instructions you may have need to be given to the ALD responsible for the Conference Room during your talk. The name of "Conference Room" ALD will be given to you by the first Team Meeting. This will make things go smoother for you later. The Prayer to the Holy Spirit will be posted on the podium so you will not need to print on your Talk or carry your Worship Book unless you desire to do so.

Points to Consider for PowerPoint Slides:

- PowerPoint Slides should be limited to a small number. They should be used to enhance your talk, not distract.
- Limit the number of points you place on a given slide. Remember your audience will read ahead and take notes from the slide. This means they may miss hearing an important part of your talk.
- PowerPoint has the ability to add "a point at a time". In other words, point 1 will show on the screen and when you reach point 2 it can then be shown. Showing the points one at a time helps enhance your talk and limits the distraction.
- Photos can also be shown as a slide. We request no more than 2 photos per talk. Too many photos can be a distraction and take away from the main theme of the talk.

Helpful Suggestions for Talks:

- **Remember your Talk is God's Talk.** Pray first for His guidance. He has chosen you specifically. Stay focused on Him throughout your writing, preview and the giving of your Talk during the Walk. He will provide you the strength and courage you need. He has something to say to through you, His faithful servant.
- Ask God to confirm to you the personal story He wants you to share as part of your talk. He already knows the ladies who will be attending this walk and He knows who needs to hear your story.
- The Outlines provided are your guide to the "meat" of your Talk. The specific points need to be covered in order for each Talk to build on the one prior. You should weave these points throughout your talk in your own words. The abbreviated outline is the overview of the points and the expanded outline goes into the detail

for you and gives examples of how to write your talk. *You should write your talk from the abbreviated outline.*

- You may use an iPod or other electronic device for your talk presentation **ONLY**. You must provide a paper copy of your talk for the media person as well as a backup copy for yourself in case of electronic failure. The electronic device must be put away after your talk. No electronic devices are allowed in the conference room other than for talk presentations.
- When you print your Talk for the Podium, consider printing **double-spaced**, in a **large font** (18 point or higher). This will help you as you refer to your notes, and if you lose your place it will be easier to find.
- Make notes on the copy of your “podium talk” for pauses and areas of emphasis. Also note where your PowerPoint slides and/or posters need to be shown. You can use a highlighter or bold the print.
- When at the podium, giving your talk, slide the pages to the side as you complete a page instead of picking up and turning over. Turning of pages can be a distraction for your audience.
- Always give your name and the name of the talk somewhere near the beginning of your talk.
- If this is your first Talk, consider giving it in front of someone you trust prior to the Team Meeting Preview. For instance, your Reunion Group. This will help you get some of the first time “jitters” out of the way, give you a verbal run-through, and will also provide you encouragement from those ladies who know and love you.

Speaker's Prayer Chapel:

If you desire for someone special to be invited to come and pray with you, and for you, during your Talk, please give the Speaker’s Prayer Chapel Chairperson the name, address and phone number by the first Team Meeting. The Speaker Prayer Chapel Team will contact that person(s), extending the invitation to join you during your prayer time. Only those who have been on an Emmaus Walk or similar 72 hour experience are allowed in the prayer chapel. No children are allowed anywhere on the camp.

Talks Given After Meals:

If your Talk is scheduled right after a meal and you will not be eating in the dining hall, please let an ALD know if you would like a plate brought to you in the Speaker’s Dressing room.